

How Do I Sponsor A Foreign National @ SWFSC ?

For ALL Foreign Nationals (FNs):

A) Become a Departmental Sponsor/NOAA (Appendix A)

B) Get background information for each FN

*NOTE: If your visitor is a GREEN CARD HOLDER, they do NOT need to go through the Foreign National Process



What is the FN's Length of Stay?

≤ ⑤ DAYS = "FN VISITOR"

Submit 2 days, and NO LATER than 1 day
PRIOR to arrival*

- Or -

≥ ⑤ DAYS = "FN GUEST"

Submit 6 weeks, if possible, and NO
LATER than 30 days PRIOR to arrival

*If FN VISITOR is staying BETWEEN 3 – 5 DAYS, the
reason for the visit must be participation in a
WORKSHOP. Please contact Libby (libby.williamson@noaa.gov)
for guidance on workshop qualifications.

1. Apply for a DS2019 Form

(to be completed by sponsor)

Package to complete the DS2019 Application Should

Contain:

- a. Scanned copy of Passport (Photo Page)
- b. Proof of Required Medical Insurance
(as stated in application)
- c. Submit to Jennifer Olsen (jennifer.olsen@noaa.gov)
so she can prepare the DS2019 form

Are you sponsoring a
FN Full-Time **Student**
Doing Research?

Are you sponsoring a
Scholar (e.g., post-doc)?

2. Student Applies for a **F-1 Visa**
(handled primarily by the student)

2. Scholar Applies for a **J-1 Visa**
(handled primarily by the student)

C) Read the FN Registration System User Guide

(http://deemedexports.noaa.gov/compliance_access_control_procedures/2011_1205_FNRS_Quick%20Start%20Guide_DSN_v7.pdf)

D) Log on & Complete FN Registration System Application (<https://fnrs.nmfs.noaa.gov/fnrs/>)

*Once you complete the FN Registration online, you will receive the following APPROVAL EMAILS:

Visitor = FINAL Approval

Guest = CONDITIONAL Approval (will only Δ to Final after step "E" is complete)

E) Within **2 DAYS OF ARRIVAL**, each FN Visitor and/or FN Guest must complete and return to the sponsor an
Appendix C: Certification of Conditions and Responsibilities for a Foreign National Guest

(<http://www.wrc.noaa.gov/wrso/forms/DAO207-12-attachment3.pdf>)

Scan and EMAIL Appendix C to Michael Shearin (michael.shearin@noaa.gov)

F) Send Electronic-Copy of the *Confirmation of Approval* to Libby Williamson-Ehlers (make sure the **Departure Date is Included** - email: libby.williamson@noaa.gov, phone: 858-334-2823)

G) Secure an ID Badge (via Gaye Holder x7006) for FN access into and around the required government facilities

H) **REMEMBER** – The sponsor is responsible for escorting your FN upon arrival
(Sign your FN in and let Rachele know they are here and follow instructions)

I) For additional details regarding what to do once your FN arrives as well as departs, see pgs. 4 – 5 of the "How to sponsor a FN in PRD" (common drive L:\Foreign Nationals)